



## Employer of Choice Award Guidelines

### What makes your organization a great place to work?

Employers use a variety of methods to attract and retain people. Staff may be supported to:

- Work flexibility
- Balance work & family life
- Employee retention
- Offer challenging & rewarding careers
- Contribute new ideas
- Communicate effectively
- Maintain & promote good health
- Community involvement
- Strong leadership skills
- Competitive wages & benefits

### Entry process and judging

All entrants will be notified of receipt of their entry.

Entries will be judged by a panel comprised of JSEC members and Job Service personnel.

The 2015 Employer of Choice winners will be announced prior to April 1, 2015.

The judging panel will select the winners of the 2015 Employer of Choice Award based on its decisions on written entries and possible site visits.

### Terms and conditions of entry

- All entry documentation must be received by the committee by **5:00 pm on March 5, 2015**. Late entries will not be accepted.
- Members of the judging panel are ineligible to enter.
- Entries and supporting materials will not be returned to entrants.
- All materials submitted will be used for the purpose it is intended and will not be circulated. No material relating to the entry will be publicized without prior approval.
- Two winners will be entered into the State of Montana's Montana State Employers Council Employer of Choice Award to be announced at the 2015 State MSEC/JSEC conference. The state MSEC award recognizes one small employer (under 25 employees) and one large employer (25+ employees). The local "large" employer submission shall be chosen among the medium and large award winners.

### Assistance in completing the entry

If you require any assistance in completing your entry, please do not hesitate to phone Glendive Job Service at (406) 377-3314 or email [dhandran@mt.gov](mailto:dhandran@mt.gov).